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16 August 1979

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Chief, Information Services Staff

FROM :  STAT  
Career Management Officer, DDA  
(DDA Representative on the Financial Disclosure Review Panel)

SUBJECT : Conflict of Interests - Employment and Financial  
Interest Statements

REFERENCES : A. Memorandum, same subject, from Deputy General Counsel,  
dtd 6 August 1979

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1. As outlined in Reference A (copy attached), each year certain Agency employees at pay levels of GS-13 or higher are required by Executive Order 11222 and  to file financial interest statements (Form 2630) that reflect their financial interests as of 30 June.

2. Employees at GS-16 or above have recently completed financial disclosure reports under the Ethics Act and need not file a Form 2630. Agency personnel now required to file such statements (Form 2630) are those personnel in grades GS-13, GS-14 or GS-15 as further defined in Paragraph 3 of Reference A, attached.

3. It is requested that your instructions require submission of all statements to you by 7 September and that you complete your review not later than 5 October. Upon review, each statement should be marked as reviewed and approved and show the date of such action and the initial or name of the approving official. The statements may then be filed in your office, as heretofore.

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4. Those statements that do indicate a conflict or raise a question of conflict of course cannot be marked as approved. Such statements should be forwarded to the undersigned to take up with the Office of General Counsel and the Financial Disclosure Review Panel.

5. In compliance with Paragraph 6 of Reference A, please submit to me by 10 October a report which contains the names of your employees required to file statements, the number received and the results of your review including the number approved and those awaiting final resolution. I will compile these lists for the Directorate and submit to the Office of General Counsel as required.

STAT



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